

MINUTES OF MEETING

TOWN OF LINCOLN HOUSING AUTHORITY

BOARD OF COMMISSIONERS

September 16, 2004

The meeting was called to order at 6:30 PM by Chairman Joseph Garvey at the Manville Manor Community Room, 155 Church Street, Manville, Rhode Island.

Mr. Garvey welcomed newly-appointed Commissioner William Peppes to the meeting and led the Pledge of Allegiance.

PRESENT:

Joseph Garvey, Chairman; Rita Turcotte, Vice Chairman; Lois Bryant, Arthur Fletcher, William Peppes, and Robert Turner, Sr., Commissioners. Also in attendance were Aime J. Brissette, Executive Director, Rebecca Dawes, Assistant Director, and Thomas J. Fay, Legal Counsel.

ABSENT:

John Rowan, excused.

APPROVAL OF MINUTES:

A motion to accept the Minutes of the July 29, 2004, Regular Meeting was made by

Ms. Turcotte and seconded by Ms. Bryant. The motion was approved unanimously.

A motion to accept the Minutes of the August 18, 2004, Regular Meeting was made by Ms. Bryant and seconded by Ms. Turcotte. The motion was approved unanimously.

SECRETARY'S REPORT:

The Executive Director reported that there are 272 names on the elderly housing waiting list. There are no vacancies. During the past month, 18 new applications were received. There are 108 participants in the Housing Choice Voucher Program, and 101 names on the waiting list.

The Executive Director further reported on a number of staff initiatives and resident activities during the previous month.

REMARKS FROM THE PUBLIC:

None noted.

UNFINISHED BUSINESS:

The Chairman indicated that a vote to amend the small purchase limit of the Procure-ment Policy received initial approval last month and required a final vote. A motion to amend the Procurement Policy was made by Ms. Turcotte for purposes of discussion and seconded by Ms. Bryant. Discussion ensued. A motion to increase the small purchase limit from \$25,000 to \$75,000 was made by Mr. Turner and seconded by

Mr. Peppes. The motion was approved by a vote of 5 to 1. Approve: Commissioners Garvey, Turcotte, Bryant, Peppes and Turner. Nay: Commissioner Fletcher.

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The Chairman indicated that the next item was approval of the amended LHA bylaws. Discussion ensued. A motion to approve the amended LHA bylaws with the inclusion to incorporate remarks from the public on agenda items only was made by Ms. Turcotte and seconded by Mr. Turner. The motion was approved by a vote of 5 to 1. Approve: Commissioners, Garvey, Turcotte, Bryant, Peppes and Turner. Nay: Commissioner Fletcher.

NEW BUSINESS:

A presentation to former Chairman James Isherwood was made by Chairman Garvey on behalf of all Commissioners as a token of appreciation for his past service to the Board.

The Chairman indicated that the next item of business was approval of new letterhead. A motion to approve the proposed new letterhead was made by Mr. Turner and seconded by Mr. Fletcher. The motion

was approved unanimously.

The next item of business was a presentation by Andrew Overmyer, V.P. of Sales from the Water and Energy Savings Corporation regarding potential reduction of water and energy consumption by the LHA.

The Chairman indicated that the next item of business was approval of a proposal for A&E services to design a fire alarm system to bring the LHA to code before July 1, 2005. Three proposals were reviewed and discussed. A motion to accept the recommendation of the Executive Director and approve the proposal of Castellucci & Galli was made by Mr. Fletcher and seconded by Mr. Turner. The motion was approved unanimously.

EXECUTIVE SESSION:

By a motion made by Mr. Turner and seconded by Ms. Bryant and on a roll call vote, the Commissioners approved the motion to adjourn to Executive Session at 7:50 PM under Section 42-46-4, Closed Meetings, more specifically, 42-46-5(1), personnel job performance/salary increases.

By a motion made by Mr. Fletcher and seconded by Mr. Turner and on a roll call vote, all Commissioners voted to reopen the meeting to continue the Town of Lincoln Housing Authority regular business. The Executive Session adjourned at 9:30 PM.

A motion to seal the Minutes of the Executive Session was made by Mr. Fletcher and seconded by Mr. Turner. The motion was approved unanimously.

The Executive Director proposed a changed in the current job performance evaluation form to a performance based evaluation for the administrative staff. Discussion

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ensued. The Commissioners recommended that the FY2004/2005 budget be changed to reflect a 1% to 5% salary increase for administrative staff based upon the proposed performance based evaluation form rather than an across-the-board salary increase due to the fact that the budget is a recommendation of the Executive Director.

A motion to approve 3% salary increases for all non-union employees of the LHA was made by Mr. Fletcher and seconded by Ms. Turcotte. The motion was approved by a vote of 4 to 2. Approve: Commissioners Garvey, Turcotte, Fletcher and Bryant. Nay: Commissioners Peppes and Turner.

The Chairman requested that the final agenda item regarding a loan to 501(C)3 NHAHI be addressed at a separate meeting, which was then scheduled for October 14, 2004, at 6:30 PM at the Manville Manor Community Room.

ADJOURNMENT:

There being no further business, a motion to adjourn the meeting at 9:40 PM was made by Mr. Turner and seconded by Mr. Fletcher. The motion was approved unanimously.

Respectfully submitted,

Patricia A. Martins

Recording Secretary of the Board

Board Secretary